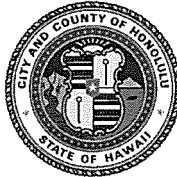


DEPARTMENT OF FACILITY MAINTENANCE  
**CITY AND COUNTY OF HONOLULU**

1000 Ulu`ohia Street, Suite 215, Kapolei, Hawaii 96707  
Phone: (808) 768-3343 • Fax: (808) 768-3381  
Website: www.honolulu.gov

KIRK CALDWELL  
MAYOR



RECEIVED  
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C & C OF HONOLULU  
2013 MAR 25 AM 9:10  
ROSS S. SASAKURA, P.E.  
DIRECTOR & CHIEF ENGINEER  
EDUARDO P. MARGALON  
DEPUTY DIRECTOR  
IN REPLY REFER TO  
13-05

March 22, 2013

The Honorable Ernest Y. Martin, Chair  
and Members  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

Dear Chair Martin and Councilmembers:

**SUBJECT: Unbudgeted Temporary Position Notification**

Section 2-17.2(a) of the Revised Ordinances of Honolulu provides that positions authorized within the specified permanent position count and temporary position count for each activity under the Executive Operating Budget may be established, filled, and have funds allotted to them. In accordance with this provision, a Fleet Mechanic III (HVM) position in the Department of Facility Maintenance will be filled temporarily with a personal services contract. Additional information on this position is as follows:

1. Type of Temporary Position Required:

Temporary Fleet Mechanic III (HVM) allowed under Section 6-1103(g) of the Revised Charter of the City and County of Honolulu.

2. Anticipated Duration of the Employment of the Temporary Position:

Commencing in April 2013 with possible extensions/renewals as required and allowed under the Revised Charter of the City and County of Honolulu.

3. Cost of the Temporary Position:

\$11,382.90 (estimate).

The Honorable Ernest Y. Martin, Chair  
and Members  
March 22, 2013  
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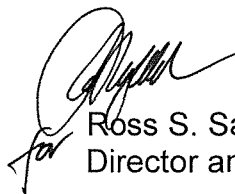
4. Source of Budgetary Savings Which Will Accrue to Finance the Temporary Position:

Funds are available from Automotive Equipment Service Division's Operating Budget.

5. Unforeseen or Emergency Circumstance Justifying the Need for the Temporary Position:

The Fleet Mechanic III (HVM) is needed to complete timely and cost effective repair and maintenance on a variety of heavy vehicles/equipment belonging to City agencies, including DFM, ENV, and DPR. Workload for the Halawa Heavy Vehicle Shop remains high due to the number of agencies served. Incumbent also performs periodic maintenance that ensures vehicles are operating safely and are at optimum performance level. Delay or lack of proper maintenance at designated intervals frequently means higher costs to repair damage to vehicle systems. User agencies will experience longer down times and are without the use of their vehicle(s) for their operations. Applicant for this contract applied for a civil service Fleet Mechanic III position via the Department of Human Resources. The Division does not have a recruitment list with the applicant's name. This contract will allow for an immediate hire as we progress through the civil service recruitment process.

Sincerely,



Ross S. Sasamura, P.E.  
Director and Chief Engineer

APPROVED:



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Ember Lee Shinn  
Managing Director